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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 25 October 1961

FROM : Chief, Training Support Branch

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. [] visited [] Fort Holabird last week with no tangible results relating to new products or equipment. The [] booths are excellent for their purposes but consume excessive space for our requirements. Fort Holabird has the identical booths now in use in our laboratories. They are in the process of purchasing a completely new language laboratory. Electronic Teaching Laboratories has made a strong bid for the contract.

The laboratory personnel at Fort Holabird were very enthusiastic about the need for, and desirability of, informal meetings between technical personnel in Government whose responsibility is audio-visual support of language and area training activities. The meetings would concentrate on the technical and general problems relating to support of training. A memo outlining the thoughts and the proposal is being prepared for consideration.

2. The heavy use made of blackboards in Arlington Towers has created a requirement for periodic washing and the dusting of erasers. There are 41 blackboards used by language and area classes. The lack of their being cleaned causes the accumulation of chalk dust, adding to the problem of general cleanliness in the classrooms. A thorough washing and eraser dusting weekly is suggested to maintain the minimum standard for our use.

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4. One hundred fifty blank tapes were delivered to Fort Meade for copying the complete English course, "Everyday American English" for our retention. This will permit our filling the occasional requests for language training materials in English.



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